

NASA Headquarters
Washington, DC 20546

HOWI2560-M016
REVISION BASELINE
DECEMBER 16, 1998

CODE M SPECTRUM MANAGEMENT/ REGULATORY POLICY PROCESS

(Conforming to ISO 9001 Quality System Requirements)

**CHECK THE MASTER LIST at
<http://www.hq.nasa.gov>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 1 of 8

SPECTRUM MANAGEMENT / REGULATORY POLICY PROCESS

December 1998

Original Approved and signed by

**Joseph H. Rothenberg
Associate Administrator
Office of Space Flight**

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 2 of 8

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-1998	

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 3 of 8

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 DEFINITIONS	4
4.0 REFERENCES	5
5.0 FLOWCHART	6
6.0 SPECTRUM MANAGEMENT/REGULATORY POLICY PROCESS STEPS	7
7.0 RECORDS	8

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 4 of 8

1.0 PURPOSE

The purpose of this HQ OWI for Spectrum Management and Regulatory Policy within Code M is to prescribe the steps for responding to inquiries/issues presented to NASA HQ concerning radio frequency spectrum management

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://www.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI includes the activity steps for the process that begins with the receipt of a need/issue or alert advisory pertaining to radio frequency management. The process ends with a disposition of the request either through existing policy or rulings developed by regulatory bodies within the national or international venue. The OWI applies to all Headquarters Code M personnel who participate in the resolution of spectrum management issues.

3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

NTIA - National Telecommunications Information Administration - the National Federal Government Regulator discharging the Executive Office's Spectrum regulatory responsibilities under the Com Act of 1934

IRAC - Interdepartment Radio Advisory Committee - The policy advisory body to NTIA, of which the NASA Spectrum Policy and Planning Manager is a member

ITU - International Telecommunications Union - The internal regulatory body for RF system management

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 5 of 8

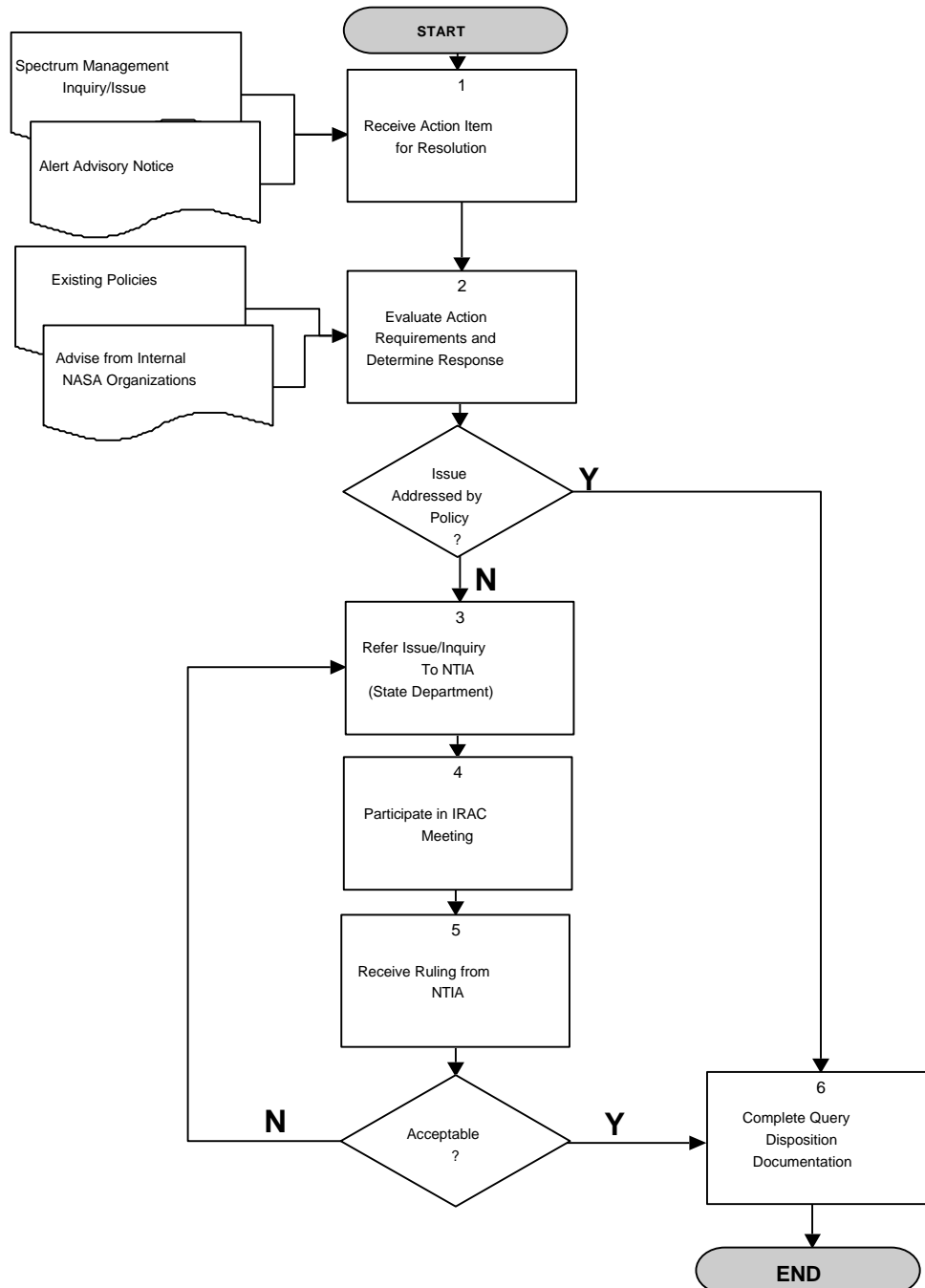
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

- HQSM 1200.A Headquarters Quality Systems Manual
- NPD 2570 Radio Frequency Spectrum Management Directive (revalidated every 5 years)
- Spectrum Management Strategic Plan (pending) (Revised periodically)
- NHB 2570-6B (pending) NASA Radiofrequency Spectrum Management Manual (updated periodically)

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 6 of 8

5.0 FLOWCHART



NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 7 of 8

6.0 SPECTRUM MANAGEMENT/REGULATORY POLICY PROCESS STEPS

Spectrum management is mandated for NASA through federal regulations. NASA representatives serve on national and international advisory and working groups to develop new policy, when needed.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Spectrum Policy & Planning Manager	1	Receive Spectrum management Inquiry/Issue requiring resolution
Spectrum Policy & Planning Manager	2	Evaluate action requirements and determine the response. As part of the evaluation, research existing policies. As appropriate, seek advice from other NASA organizations concerning the requested action. If the inquiry/issues are addressed by existing policy, proceed to Activity Step 6.
Spectrum Policy & Planning Manager	3	Refer the issue/inquiry to the National Telecommunications and Information Administration (NTIA), if the request is not addressed by acceptable existing policy. In situations which involve International/ITU policy, the State Department is a participant in the process. Participate in the NTIA meetings assisting in the development of new policies.
Spectrum Policy & Planning Manager	4	Participate in Interdepartment Radio Advisory Committee (IRAC) meetings providing assistance with issue resolution and policy recommendations and development.
Spectrum Policy & Planning Manager	5	Receive ruling from NTIA. Sometimes the ruling will be passed through NTIA but it originates in the ITU, if an international issue was presented. If the ruling from the NTIA is acceptable to NASA, processing continues (Process Step 6). If the ruling from the NTIA is unacceptable to NASA, it is reworked by resubmitting the inquiry/issue to NTIA for further consideration.
Spectrum Policy & Planning Manager	6	Complete query disposition documentation. The products may range from a memo to the

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 8 of 8

record, an e-mail or a formal report.

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HOWI2560-M016	Revision: Baseline
	Date: December 16, 1998	Page 9 of 8

7.0 RECORDS

Record Identification	Owner Location	Retain/Dispose		Media
Query Disposition Documentation	M-7	M-7	3 years (Minimum)	Hardcopy/ Electronic

Code M Spectrum Management/Regulatory Policy records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.